



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans

CUSTODIAN SUPERVISOR II

Permanent, Full-Time

\$2507 - \$3050 Month

Final File: Until Filled

LOCATION:

**Veterans Home of California, Chula Vista
700 East Naples Court, Chula Vista, CA 91911**

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list; transfers or reinstatement may apply for this vacancy.

The salary listed for the classification will be adjusted to comply with the provision of the 2012 Personal Leave Program.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA /SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS /SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/ EMPLOYMENT APPLICATION. APPLICATIONS, WHICH INDICATE SROA/SURPLUS STATUS, WILL BE GIVEN FIRST PRIORITY.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service Examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.calvet.ca.gov, or to view examinations offered by all State departments; please visit the State Personnel Board's website at www.jobs.ca.gov.

HONORABLY DISCHARGED WHO MEET THE REQUIREMENTS LISTED ABOVE, ARE ENCOURGED TO APPLY.

Duties & Responsibilities:

(Under the general direction and supervision of the Hospital General Services Administrator II)

Responsible for supervising, planning, organizing, and assisting with the cleaning and janitorial work of the Veterans Home; conducts daily rounds, fills out requisitions, orders, and receives, stores and inventories of all equipment and chemicals.

Duties & Responsibilities (cont.):

Evaluates inspections of janitorial machinery, equipment and supplies, and maintains janitorial practices and standards of safety and sanitation. Assigns the daily work schedules and gives instructions to all Janitorial staff. Assess the employees work performance and takes or recommends appropriate action. Conducts new employee orientations, and on-the-job training. Prepares incident reports on injured employee's, as well as, the injured employees work modifications.

Desirable Qualifications:

- Knowledge of methods, materials, chemicals, disinfectants, and equipment used in cleaning.
- Knowledge of safety measures used in the operating, cleaning and care of equipment.
- Knowledge of purchase orders for janitorial supplies and equipment.
- Ability to plan, organize, and direct the work of others.
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to maintain a work environment that is free of discrimination and harassment.

How to Apply:

Visit the State Personnel Board (SPB) website at: www.jobs.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 700 Naples Court, Chula Vista, CA 91911 Attn: Lou Dumas – M80 CV006 (11/12)**. All State applications must be postmarked no later than the final filing date.

NOTE: in Exception Line on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement, "Training and Development." Failure to do so could result in being rejected from the interview process. In addition you should reference position #575-211-2002-001.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Lou Dumas, Human Resources Office, at (619) 482-6026**.